Talent Acquisition Tips

Hiring Process and Efficiency

- Process map your hiring process to really understand how it flows.
- Identify improvement opportunities from your process mapping.
- Prioritize improvement opportunities and make plans to implement them.
- Use a structured hiring process to gain efficiencies.
- Create a hiring plan for each position and post only when the plan is complete.

Sourcing

- Identify sourcing opportunities in the hiring plan including social media options.
- Build pipelines for talent including "forgotten" talent pools.
- Consider Employee Referrals as a talent source.
- Ensure your job posting includes keywords and hiring range for effective job board scraping.
- Ensure you have a visible Careers or Apply link from your agency website.

Selection

- Use a structured selection process.
- Consider flexible interviewing – applicants may be more available outside traditional work hours especially if currently employed.
- Schedule interviews on two half days instead of one full day to maximize applicant availability.
- Consider group interviewing.
- Consider remote interviewing for applicants who are not local.
- Have your interviewers and dates identified early in the process.

Measure & Adjust

- Measure your recruiting funnel.
- Identify successful sources and consider quality of hire.
- Measure your Days to Hire.
- Obtain new hire feedback about your process via focus groups or surveys.
- Adjust your process as needed.

Communicate

- Never leave applicants unsure of where they stand in the process.
- With applicant approval, use alternate communication methods like texting.
- All applicants are potential referral sources for the future – be timely with communication.